

100-0271x

2 February 1988

NOTE FOR: Director, OC
Director, OF
Director, OIT
Director, OL
Director, OMS
Director, OP
Director, OS
Director, OTE

FROM: Chief, DDA Management Staff

SUBJECT: Directorate of Administration Quarterly Conference

STAT We have tentatively scheduled the next Directorate Quarterly Conference for 19-20 April 1988 [] . You can plan on checking in [] at 1330 on the 19th, and we expect to finish up by noon the following day. I'll be in touch with you on developing the agenda and will provide relevant background material beforehand.

STAT []

STAT cc: DDA
ADDA

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100-20

ADMINISTRATIVE - INTERNAL USE ONLY

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